Description:
Process Control Specialists repair and maintain industrial process control systems and associated components such as sensors, signal conditioners, I/P converters, and loop systems to keep process controls in operating condition.

Directions for Submitting Affidavit:
- Log on to nims-skills.org with Evaluator credentials
- Access the Testing Center
- Access the “Evaluate Candidates” window
- Select “Submit Affidavit” for any assigned candidate
- Follow the on-screen instructions to mark “Pass” or “Fail” for each duty

Please refer to the standards to access performance requirements for each duty.

<table>
<thead>
<tr>
<th>Process Control</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.01 Maintenance</td>
<td></td>
</tr>
<tr>
<td>1.02 Troubleshooting</td>
<td></td>
</tr>
<tr>
<td>1.03 Planning</td>
<td></td>
</tr>
<tr>
<td>1.04 Improvements</td>
<td></td>
</tr>
<tr>
<td>1.05 Standardizing</td>
<td></td>
</tr>
<tr>
<td>1.06 Measurements</td>
<td></td>
</tr>
</tbody>
</table>
Role: Process Control Specialist

Description:

Process Control Specialists repair and maintain industrial process control systems and associated components such as sensors, signal conditioners, I/P converters, and loop systems to keep process controls in operating condition.

Duty Area 1: Process Control

- Duty 1.01: Maintenance
- Duty 1.02: Troubleshooting
- Duty 1.03: Planning
- Duty 1.04: Improvements
- Duty 1.05: Standardizing
- Duty 1.06: Measurements
Role: Process Control Specialist  
Duty Area 1: Process Control  
Duty 1.01: Maintenance

Responsibility:
Adjust control components of automated systems to ensure processes are operating at optimal performance.

Resources:
Access to equipment, operating artifacts, schematics, Measuring and Test Equipment (M&TE), and hand tools

Performance:
Practical
1. Connecting and adjusting:
   a. Sensors
   b. Signal conditioners
2. Calibrating process control components
3. Building and installing process control systems

Critical Thinking
1. Conducting job safety analysis
2. Determining
   a. When to make adjustments
   b. If calibration is required
3. Verifying:
   a. Components to replace
   b. Systems and component operations

Compliance:
Full

Evaluation:
Process verification, observation
Role: Process Control Specialist
Duty Area 1: Process Control
Duty 1.02: Troubleshooting

Responsibility:
Trace errors within control systems.

Resources:
Access to equipment, operating artifacts, schematics, Measuring and Test Equipment (M&TE), and hand tools.

Performance:
Practical
1. Exercising equipment
2. Checking inputs and outputs
3. Documenting findings

Critical Thinking
1. Verifying symptoms
2. Determining:
   a. System and component failures
   b. If failures require adjustments
   c. Replacement components
   d. When to escalate failures

Compliance:
Full

Evaluation:
Error verification, observation
Role: Process Control Specialist
Duty Area 1: Process Control
Duty 1.03: Planning

Responsibility:
Formulate maintenance procedures for process controls components.

Resources:
Access to equipment and workflow

Performance:
Practical
Documenting maintenance procedures

Critical Thinking
Determining maintenance procedures

Compliance:
Full

Evaluation:
Plan verification
Role: Process Control Specialist  
Duty Area 1: Process Control  
Duty 1.04: Improvements

Responsibility:
Evaluate process control systems for improvements.

Resources:
Access to systems, original system design, system information, and user feedback

Performance:

Practical
1. Researching new technologies
2. Documenting and presenting proposed changes

Critical Thinking
1. Determining:
   a. Areas for improvement
   b. Technologies to optimize
   c. New technologies to deploy
2. Comparing current system design to proposed changes
3. Analyzing benefits and investments

Compliance:
Full

Evaluation:
Observation
Role: Process Control Specialist
Duty Area 1: Process Control
Duty 1.05: Standardizing

Responsibility:
Check Measuring and Test Equipment (M&TE) to ensure accuracy, repeatability, and reproducibility.

Resources:
Access to M&TE, standardization equipment or artifact, applicable specification, standardization procedure, and any related accessories

Performance:
Practical
1. Taking measurements in accordance with standardization procedure
2. Cleaning and adjusting M&TE

Critical Thinking
1. Ensuring the artifact is in good condition and clean
2. Selecting correct standardization equipment or artifact
3. Interpreting measurement result
4. Evaluating potential sources of error

Compliance:
Full

Evaluation:
Measurement verification, observation
Role: Process Control Specialist  
Duty Area 1: Process Control  
Duty 1.06: Measurements

Responsibility:
Select and use appropriate Measuring and Test Equipment (M&TE) to measure process control system and component conditions in an accurate, repeatable, and reproducible manner.

Resources:
Access to hand-held M&TE and applicable specifications, system and component specifications, and any related accessories

Performance:

Practical
1. Taking measurements  
2. Recording results of measurements

Critical Thinking
1. Selecting appropriate M&TE for measurement  
2. Applying appropriate measurement technique  
3. Determining need for traceability of M&TE  
4. Interpreting measurement result  
5. Evaluating potential sources of error

Compliance:
Full

Evaluation:
Measurement verification, observation